

ADMINISTRATIVE COMMITTEE AGENDA

Date and Time: Monday, June 20, 2022 at 10:00AM

Location: City Hall, 101 South Boulevard, Baraboo, WI 53913
Room: C205 Dennis O Thurow Committee Room

Notices:

Members Noticed: Alderpersons: Kathleen Thurow, Heather Kierzek & Bryant Hazard
Citizen or other notices: Mayor Rob Nelson, City Administrator Casey Bradley; Interim Police
Chief Rob Sinden: Finance Director, Julie Ostrander: City Engineer To

Chief Rob Sinden; Finance Director Julie Ostrander; City Engineer Tom Pinion; Clerk Brenda Zeman; Storm Larson, Boardman & Clark LLP;

Library for subsequent posting, and Media

1) Call to Order:

a) Roll call of members

b) Note Compliance with Open Meeting Law.

c) Approve minutes – June 7, 2022 & June 17, 2022

d) Approve agenda.

2) Action Item(s):

a) Review and recommendation to the Common Council for a Class "B" Fermented Malt Beverage and a "Class C" Wine License for Los Sombreros Grill Restaurant, LLC, 111 4th Street.

3) Information Item(s):

a) Date and time of next meeting: Tuesday, August 2, 2022 at 8:00AM

4) Adjournment:

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

Agenda prepared by Brenda Zeman, (608) 355-2700 Agenda posted by Kris Denzer on June 17, 2022

Any person, who has a qualifying disability as defined by the Americans with Disabilities Act and requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Baraboo City Clerk at 101 South Boulevard, Baraboo, Wisconsin or by phone (608) 355-2700 during regular business hours at least 48 hours before the meeting to ensure reasonable arrangements are made to accommodate each request.

Present: Alderpersons Kathleen Thurow, Heather Kierzek, Bryant Hazard

Absent: None.

Also Present: City Clerk Brenda Zeman, Finance Director Julie Ostrander, Interim Police Chief Rob

Siden, Administrator Casey Bradley, Mayor Rob Nelson

Citizen Present: Brian Farr, Attorney Fleming, Attorney Larson

The meeting was called to order by Chairman Kathleen Thurow at 8AM, with roll call and noting compliance with the Open Meetings Law.

Motion by Kierzek, seconded by Hazard to approve the May 23, 2022 minutes. Motion carried unanimously.

Motion by Hazard, seconded by Kierzek to approve the Agenda. Motion carried unanimously.

Action Items:

a) Consider Iveta Carpenter's application for keeping chickens at 619 Effinger Rd.

Interim Police Chief Rob Sinden reported no findings during the background check. Preinspection of the property was completed. Several letters concerning the chicken application were submitted and attached to the agenda. According to Sinden, the contesting reasons cited in the letters could not be substantiated with police calls as stipulated in ordinance 29.13.

Motion by Kierzek, seconded by Hazard for recommendation to the Common Council for Iveta Carpenter's application for keeping chickens at 619 Effinger Rd.

Motion carried unanimously.

b) Review and recommendation to the Common Council the Title VI nondiscrimination Plan.

Ostrander explained the updates to the Title VI nondiscrimination plan including was cited during the Compliance Site Review as a deficiency. The plan has not been updated in the past seven (7) years therefore there are a couple of items needing to be changed. Names, phone numbers, addresses county demographic information, LEP language needs, and flyers.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council the Title VI nondiscrimination Plan

Motion carried unanimously

Review and recommendation to the Common Council the Shared Ride Safety Policy.

Compliance Site review indicated Abby Vans was lacking a Safety Policy therefore this item was created and attached for review. It is a simple one-page document that outlines safety protocol as required by the Federal government and gets us into compliance.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council the Shared Ride Safety Policy.

Motion carried unanimously

d) Review and recommendation to the Common Council for the Temporary Liquor License (aka Picnic License) for the Baraboo Theatre Guild BTG's Big Top Gala, July 23, 2022

Background on the necessary individuals passed with nothing to note.

Motion by Kierzek, seconded by Hazard for recommendation to the Common Council for the Temporary Liquor License (aka Picnic License) for the Baraboo Theatre Guild BTG's Big Top Gala, July 23, 2022.

Motion carried unanimously

e) Review and recommendation to the Common Council for a Class "B" Fermented Malt Beverage and "Class C" Wine License for Los Sombreros Grill & Restaurant LLC, 111 4th Street.

This is a new liquor license that has not been approved before therefore it is listed separate from the others listed. There we no problems discovered in the background checks.

Motion by Kierzek, seconded by Hazard for recommendation to the Common Council for a Class "B" Fermented Malt Beverage and "Class C" Wine License for Los Sombreros Grill & Restaurant LLC, 111 4th Street.

Motion carried unanimously

f) Review and recommendation to the Common Council for the "Class B" Combination Liquor and Fermented Malt Beverage License Renewal Application by FARR, Brian C., Agent for Old Baraboo Inn, LLC, d/b/a Old Baraboo Inn, 135 Walnut Street, with a recommendation from the Interim Baraboo Police Chief to deny, based on material arrest record substantially related to the license activity.

Mr. Farr is in attendance with his attorney.

Interim Police Chief Rob Sinden explained the process for background checks. He found that Mr. Farr has the 2 Class C felony cases # 2022CF000618 Sauk County Court, both 2nd degree assault to an unconscious victim. Allegation of the crime complaint was for serving alcohol to an under 21 aged minor at Old Baraboo Inn and subsequently at his residence on at least one occasion which violates state statute and city code. It is important to note the city should be most diligent since he has this license, he should know the law. A jury trial is scheduled on February 27th, 2023. This committee should also be aware of these cases and know the facts.

Attorney Fleming (Mr. Farr's attorney) spoke to indicate Mr. Farr denies all allegations and complaints. Even though he is not his defense attorney he reached out and discovered the physical evidence does not. Additionally, he stated that Mr. Farr will no longer be involved with the LLC. His is being bought out of the LLC and documents are added for the record request approval based upon change of agent. Clerk Zeman interjected that the LLC will need to reapply with different members on a new form. Attorney Fleming believes the changes could be considered effective upon approval. Chair Thurow offered a possible new application could go through a Special Administrative Meeting. Clerk Zeman noted the new liquor license will also need to be taken before the Council meeting on June 28th so it can receive proper approval. Administrator Bradley interposed that the motion should table this request and brought back to this committee after the proper paperwork has been submitted.

Motion by Kierzek, seconded by Hazard to table the "Class B" Combination Liquor and Fermented Malt Beverage License Renewal Application by FARR, Brian C., Agent for Old Baraboo Inn, LLC, d/b/a Old Baraboo Inn, 135 Walnut Street, with a recommendation from the Interim Baraboo Police Chief to deny, based on material arrest record substantially related to the license activity.

g) Review and recommendation to the Common Council for the following Liquor License Renewal Applications:

1) CLASS "A" FERMENTED MALT BEVERAGE

- a. Casey's Marketing Company, d/b/a Casey's General Store #1904, 801 S. Boulevard
- b. Las Milpas LLC, d/b/a Las Milpas, 603 8th Avenue

Sinden reported backgrounds were done found nothing to preclude passing.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council Class "A" fermented Malt Beverage licenses for:

Casey's Marketing Company, d/b/a Casey's General Store #1904, 801 S. Boulevard Las Milpas LLC, d/b/a Las Milpas, 603 8th Avenue

Motion carried unanimously

2) CLASS "B" FERMENTED MALT BEVERAGE

- a. 608 Axe Throwing LLC, d/b/a 608 Axe Throwing, 713 Broadway
- b. Driftless Glen Distillery LLC, d/b/a Driftless Glen Distillery, 300 Water Street
- c. Sauk County Agricultural Society, Inc, d/b/a Sauk County Agricultural Society, 700 Washington

Sinden reported no issues on either of those requests.

Motion by Kierzek, seconded by Hazard for recommendation to the Common Council Class "B" fermented Malt Beverage licenses for:

608 Axe Throwing LLC, d/b/a 608 Axe Throwing, 713 Broadway
Driftless Glen Distillery LLC, d/b/a Driftless Glen Distillery, 300 Water Street
Sauk County Agricultural Society, Inc, d/b/a Sauk County Agricultural Society, 700
Washington

Motion carried unanimously

3) CLASS "A" OFF PREMISE LIQUOR CONSUMPTION/ON PREMISE WINE SAMPLES

a. Bekah Kate's LLC, d/b/a Bekah Kate's, 117 3rd St.

Sinden had no concerns.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council Class "A" Off Premise Liquor Consumption/On Premise Wine Samples for Bekah Kate's LLC, d/b/a Bekah Kate's, 117 3rd St.

4) "CLASS A" COMBO LIQUOR AND FERMENTED MALT BEVERAGE

- a. Barabrew Liguor LLC, d/b/a Barabrew Liguor, 503 South Boulevard
- b. BWP Express Inc. d/b/a Pierce's Express Market, 935 8th St.
- c. Get N Go LLC, d/b/a Get N Go, 325 South Blvd.
- d. Kwik Trip, Inc., d/b/a Kwik Trip #657, 604 8th Street
- e. Kwik Trip, Inc. d/b/a Kwik Trip #855, 1330 South Boulevard
- f. Turner Oil Company Inc. d/b/a Turner BP, 413 State Hwy 136
- g. United Cooperative, d/b/a United Cooperative, 516 Ash St.
- h. Wal-Mart Stores East, LP, d/b/a Wal-Mart #1396, 920 Hwy 12

Sinden had no concerns on any of the aforementioned.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council Class "A" Combo Liquor and Fermented Malt Beverage license for:

Barabrew Liquor LLC, d/b/a Barabrew Liquor, 503 South Boulev BWP Express Inc. d/b/a Pierce's Express Market, 935 8th St. Get N Go LLC, d/b/a Get N Go, 325 South Blvd. Kwik Trip, Inc., d/b/a Kwik Trip #657, 604 8th Street Kwik Trip, Inc. d/b/a Kwik Trip #855, 1330 South Boulevard Turner Oil Company Inc. d/b/a Turner BP, 413 State Hwy 136 United Cooperative, d/b/a United Cooperative, 516 Ash St. Wal-Mart Stores East, LP, d/b/a Wal-Mart #1396, 920 Hwy 12

Motion carried unanimously

5) CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS C" WINE

- a. Al Ringling Theatre Friends, Inc.,d/b/a Al Ringling Theatre, 136 4th Ave.
- b. Ben's Mama Mia's LLC, d/b/a Ben's Mama Mia's, 113 3rd St.
- c. Gordon & Hollie Ringelstetter Log Cabin Family Restaurant & Bakery, LLC, d/b/a Log Cabin Restaurant & Bakery, 1215 8th St.
- d. JVC Baraboo LLC, d/b/a Broadway Diner, 304 Broadway St.
- e. Juliart Ventures LLC, d/b/a Ringling House B&B, 201 8th St.
- f. The Relish Tray Bistro, LLC, d/b/a The Relish Tray Bistro & Speakeasy, 106 4th Ave.
- g. Xheladini, Isak d/b/a Four Star Family Restaurant, 1011 8th St.

Sinden had no problems.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council Class "B" Fermented Malt Beverage and Class "C" Wine license for:

Al Ringling Theatre Friends, Inc.,d/b/a Al Ringling Theatre, 136 4th Ave.
Ben's Mama Mia's LLC, d/b/a Ben's Mama Mia's, 113 3rd St.
Gordon & Hollie Ringelstetter Log Cabin Family Restaurant & Bakery, LLC, d/b/a Log Cabin Restaurant & Bakery, 1215 8th St.
JVC Baraboo LLC, d/b/a Broadway Diner, 304 Broadway St.
Juliart Ventures LLC, d/b/a Ringling House B&B, 201 8th St.

The Relish Tray Bistro, LLC, d/b/a The Relish Tray Bistro & Speakeasy, 106 4th Ave. Xheladini, Isak d/b/a Four Star Family Restaurant, 1011 8th St.

6) "CLASS B" COMBINATION LIQUOR AND FERMENTED MALT BEVERAGE

- a. Baraboo Arts, LLC, d/b/a Baraboo Arts, 202 East St.
- b. Baraboo BPOE Elks Building Corp, d/b/a Baraboo Elks Club #688, 401 Oak St.
- c. Baraboo Burgers, Inc. d/b/a Baraboo Burger Company, 116 4th Ave.
- d. Downtowner, Inc., d/b/a Downtowner Bar & Grill, 130 3rd St.
- e. Fitty's Bar & Grill, LLC d/b/a Bumps Bar, 109 Walnut St.
- f. Fore Seasons at the Baraboo Country Club, d/b/a Fore Seasons Restaurant, 401 Mine Road
- g. G & G MGT LLC, d/b/a Brothers on Oak, 412 Oak Street
- h. Jose's Authentic Mexican Restaurant LLC, d/b/a Jose's Authentic Mexican Restaurant, 825 8th St.
- i. Peking Buffet LLC d/b/a Peking Buffet, 1204 8th St.
- j. Poor Richard's Bar LLC, d/b/a Poor Richards Bar, 411 Oak St.
- k. Quindt's Towne Lounge Restaurant & Eating House, LLC d/b/a Quindt's Towne Lounge Restaurant & Eating House., 441 South Blvd.
- I. Red Zone Bar & Grill Inc d/b/a Gem City Saloon, 124 Ash St.
- m. Square Tavern, LLC, d/b/a Square Tavern, 124 4th Ave.
- n. Tenaj LLC, d/b/a Thunderbird Lanes, 1117 8th Street
- o. The Little Village, Inc., d/b/a Little Village Café, 146 4th Ave.
- p. Ziegler, Zachery d/b/a Zach's Bar, 126 4th Street

Sinden No concerns on any requests or individual background checks.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council for a Class "B" Combination liquor and Fermented Malt beverage for

Baraboo Arts, LLC, d/b/a Baraboo Arts, 202 East St.

Baraboo BPOE Elks Building Corp, d/b/a Baraboo Elks Club #688, 401 Oak St.

Baraboo Burgers, Inc. d/b/a Baraboo Burger Company, 116 4th Ave.

Downtowner, Inc., d/b/a Downtowner Bar & Grill, 130 3rd St.

Fitty's Bar & Grill, LLC d/b/a Bumps Bar, 109 Walnut St.

Fore Seasons at the Baraboo Country Club, d/b/a Fore Seasons Restaurant, 401 Mine Road

G & G MGT LLC, d/b/a Brothers on Oak, 412 Oak Street

Jose's Authentic Mexican Restaurant LLC, d/b/a Jose's Authentic Mexican Restaurant, 825 8th St.

Peking Buffet LLC d/b/a Peking Buffet, 1204 8th St.

Poor Richard's Bar LLC, d/b/a Poor Richards Bar, 411 Oak St.

Quindt's Towne Lounge Restaurant & Eating House, LLC d/b/a Quindt's Towne

Lounge Restaurant & Eating House., 441 South Blvd.

Red Zone Bar & Grill Inc d/b/a Gem City Saloon, 124 Ash St.

Square Tavern, LLC, d/b/a Square Tavern, 124 4th Ave.

Tenaj LLC, d/b/a Thunderbird Lanes, 1117 8th Street

The Little Village, Inc., d/b/a Little Village Café, 146 4th Ave.

Ziegler, Zachery d/b/a Zach's Bar, 126 4th Street

7) "CLASS B" RESERVE COMBINATION LIQUOR AND FERMENTED MALT BEVERAGE

- a. Al Ringling Brewing Company, Inc. d/b/a Al Ringling Brewing Co., 623 Broadway St.
- b. Con Amici LLC, d/b/a Con Amici, 126 3rd St.
- c. Las Milpas LLC, d/b/a Las Milpas, 603 8th Ave., Suite A

Sinden had no issues.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council for a Class "B" Reserve combination liquor and Fermented Malt beverage for

Al Ringling Brewing Company, Inc. d/b/a Al Ringling Brewing Co., 623 Broadway St. Con Amici LLC, d/b/a Con Amici, 126 3rd St. Las Milpas LLC, d/b/a Las Milpas, 603 8th Ave., Suite A

Motion carried unanimously

8) "CLASS B" WINE ONLY

a. Von Klaus Winery LLC, d/b/a Von Klaus Winery, 133 Third Ave.

Sinden had no issues, asked for clarification if it was a new request for sidewalk. Zeman indicated no, they had it before.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council for a Class "B" Wine only for Von Klaus Winery LLC, d/b/a Von Klaus Winery,133 Third Ave.

Motion carried unanimously

9) "CLASS B" WINE ONLY AND CLASS "B" FERMENTED MALT BEVERAGE

a. Balanced Rock Winery LLC, d/b/a Balanced Rock Winery, 1065 Walnut Street

Sinden has no issues.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council for a Class "B" Wine only and Class "B" Fermented Malt Beverage for Balanced Rock Winery LLC, d/b/a Balanced Rock Winery,1065 Walnut Street

Motion carried unanimously

10) CLASS "C" WINE

a. Bekah Kate's, LLC, d/b/a Bekah Kate's, 117 3rd St.

Sinden had no issues.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council for a Class "C" Wine for Bekah Kate's, LLC, d/b/a Bekah Kate's,117 3rd St.

Motion carried unanimously

Discussion Items:

Hazard requested that if there are any other license requests, they could be added to the special meeting agenda. Zeman said no renewals, but she will get them added to the agenda if any arise.

Informational Items

- a) Date and time for next meeting: Tuesday, June 14, 2022, at 8:00AM
- b) Discussion about tabled item and logistics of getting that request onto the next meeting agenda.

Motion to adjourn by Kierzek, seconded by Hazard at 8:34AM and unanimously carried.

Respectfully submitted, Julie Ostrander, Finance Director

Administrative Committee

June 17, 2022

Present: Alderpersons Kathleen Thurow, Heather Kierzek, Bryant Hazard

Absent: None.

Also Present: City Clerk Brenda Zeman, Finance Director Julie Ostrander, Interim Police Chief Rob Sinden

Citizen Present: Matthew Rau, Attorney Fleming

The meeting was called to order by Chairman Kathleen Thurow at noon, with roll call and noting compliance with the Open Meetings Law.

Motion by Hazard to approve the June 7, 2022 minutes. Motion rescinded after it was realized that the minutes were not attached to the packet. The June 7, 2022 minutes will be attached to the next agenda for approval.

Motion by Hazard, seconded by Kierzek to approve the Agenda. Motion carried unanimously

Action Items:

a) Review and recommendation to the Common Council for a Class "A" Fermented Malt Beverage License for Emma's Mexican Market, 507 South Blvd.

Sinden did backgrounds as they always do, and nothing found. Kierzek asked a question about application number 6 for the responsible training course. Zeman indicated it is for the agent and they already took responsible beverage server class and she has proof of that.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council the renewal of Class "A" Fermented Malt Beverage License for Emma's Mexican Market, 507 South Blvd.

Motion carried unanimously

Thurow asked if a service officer could stop by there because last weekend there were only two young people in there and she could not see an adult. It appeared there was an office in the back, but she couldn't see anyone. Sinden typically needs a date to justify visiting because they will typically ask. She thought either Saturday or Sunday. Sinden said no problem.

b) Review and recommendation to the Common Council for the "Class B" Combination Liquor and Fermented Malt Beverage License Renewal Application for Old Baraboo Inn, LLC, d/b/a Old Baraboo Inn, 135 Walnut Street.

Zeman said per recommendation from City attorney, she had received copies of the collateral interest pledge agreement, bill of sale, promissory note, and purchase agreement and all have been signed. Attorney says this is the best we can do to provide proof that Mr. Farr is no longer part of the LLC, and it is now Matthew. There was a copy of new application in the packets. Farr rescinded his original renewal application. Sinden found no issues were found with Matthew Rau during background check.

Motion by Hazard, seconded by Kierzek to table the "Class B" Combination Liquor and Fermented Malt Beverage License Renewal Application for Old Baraboo Inn, LLC, d/b/a Old Baraboo Inn, 135 Walnut Street.

Motion carried unanimously

Informational Items

a) Date and time for next meeting: Monday, June 20, 2022, at 10:00AM

Motion to adjourn by Hazard, seconded by Kierzek at 12:08 PM and unanimously carried.

Respectfully submitted, Julie Ostrander, Finance Director

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6.	Js individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain	, ⊠Yes	☐ No
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7.	Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? If yes, explain.	⊔ Yes	NO INO
8.	Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of the business? If yes, explain	— ls □ Yes	₩No
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9.	(a) Corporate/limited liability company applicants only: Insert state and date of registration.		
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	(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wiscons If yes, explain.	in? 🗌 Yes	No No
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10.	Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277]	i ⊠ LYes	∏No
4.4	Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]		— □ No
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12.	Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?	🗷 Yes	☐ No
the I than assi Gen	D CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has be pest of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be re \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the licensed gned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/mapanies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit in sedemeanor and grounds for revocation of this license.	quired to forfeit (s), if granted, v anager of Limite	not more vill not be d Liability
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